

Synopsis of the Major Topics of [] Lecture - 20 Oct 52

25X1A9A

1. The Placement Officer for each organization or division is considered the key figure for furnishing information concerning the Personnel Evaluation Program.
2. In instructing all individuals concerned with the program, the major instructional media to be used are Agency Notices [] and the PER Pamphlet. 25X1
3. The Personnel Evaluation Program is not a program designed to furnish "Personnel" with "efficiency reports" which would be given a numerical score. The program is designed to be an integral part of the Career Development Staff Program. The PER exists as an indicator for guidance and development.
4. Because the Agency often loses many able individuals through separation, the Personnel Evaluation Program serves to furnish the Agency with needed information applicable to establishing a possible "CIA Reserve Corps".
5. In addition, the PER and the usual 9-month probationary period for new employees are complimentary. The PER acts as a media for determination as to whether an employee will or will not remain with the Agency.
6. The PER emphasizes the necessity of a frank and human relationship between an employee and his supervisor.
7. Item 7 of the PER will be one of the most difficult items to complete because *ind's* often are not entirely familiar with the extent of their duties. Item 7 must be based on facts, however, and is not to be construed as part of Classification. Exactly what an employee does will be stated. There will be no elaboration of non-existent duties.
8. Item 14 lists an individual's future potential. In many cases, the potential need not be in a field other than the one the individual is serving in at the present time. Quite often, the growth of an employee on the job is a matter of increasing ability and assumption of greater responsibility.
9. There may be a tendency to utilize Item 15 as a "dumping ground" "unsuitable to the supervisor" type of employee when the supervisors wish to rid themselves of a person. There is ample opportunity, however, to make the faults of an employee evident in other items of the PER. It is bad policy to transfer poor material from one office to another when separation of the employee would do the Agency as a whole the most good.
10. Item 16, "Training and Rotation", is not to be recommended unless the person concerned is amenable to such a program. A check must also be made "up the line" to determine whether possible training and/or rotation is suitable from an administrative standpoint.
11. In completing the PER, it is as necessary to be frank about the lack of abilities as well as outlining the good points of the individual concerned.
12. The entire program as a whole brings to mind two basic points concerning morale:
a) The employee feels that his abilities are being fully utilized.
b) ...that each individual feels that his abilities are being fully utilized.

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13. It must be realized that the Personnel Evaluation Program is a hard boiled program and is designed to serve a definite need within CIA.

14. The Office Career Service Board is now the group responsible for personnel actions such as promotions, demotions, eliminations etc. It is no longer a matter for the lone supervisor to decide.

15. The Personnel Evaluation Report does not try to hide behind a screen of objectivity. The PER is definitely the subjective opinion of the supervisor.

Topics listed in order of the lecture.....

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